

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 2 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **4:00 p.m. on February 24, 2005**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the

recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 - \$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

Scope of Services for Vendor Inspection and Testing Services

I. Description of Work / Project Engineer Manager Designation

This scope of services is for use on the following project:

Pavement Marking Project Administered from the Traverse City TSC

Work Description: One (or more) inspectors will be needed to provide full time inspection and testing services as needed for pavement marking work which may include performing inspection and testing services during construction and office work to close project out (Afinaling@) after construction. The inspector shall work under the direction of the Resident Engineer. Inspection will be performed on CS 84912 – 79997A as directed by the Project Engineer Manager. Inspection services will be needed on a full time and part-time basis (some overtime may be necessary), depending on Contractor scheduling.

Start Date of Services: March 1 2005

Expected Completion Date of the Services: December 31, 2005

MDOT Project Engineer Manager: Judy Browning/David Pax
2084 U.S. 31 South, Suite B.
Traverse City, MI 49684
231-941-1986

II. General

A. The prequalification classifications for this scope of services is (are):

Inspection and Testing Services
Traffic and Safety Inspection Services
-or-
Road Construction Engineering

B. The DBE requirement for this project is: 0%

C. This Scope of Services consists of performing to the satisfaction of the Department all inspection and testing services necessary to complete the contracts listed above, in accordance with MDOT specifications, publications, and accepted practices.

D. The Vendor=s principal contact with the Department shall be through the designated Project Engineer Manager.

E. The Vendor agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in an appropriate manner.

F. This solicitation may result in selection of staking, inspection and testing services from one or more firms.

III. Inspection and Testing Services to be Performed by the Vendor

The Vendor agrees:

A. To provide full time experienced staking, inspection and testing services as needed on various projects and perform inspection and testing services under the direction of the Project Engineer Manager. The inspectors assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project=s construction.

B. To provide, to the satisfaction of the Department, staking, inspection and testing services required for bridge rehabilitation, bituminous construction, portland cement concrete construction, aggregate construction, rubblizing, ditching, undercutting, Asphalt Stabilized Crack Relief Layer, bituminous base crushing and shaping, and earthwork. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

D. That acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

E. The inspectors will immediately bring to the attention of the Project Engineer Manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

F. The inspectors will accurately report, measure, compute, and document all quantities of items of work and all inspection and/ or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

G. The inspectors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

H. The inspectors shall have cellular phones and be responsible for paying all phone costs associated with this project. If the cellular phones provided by the Vendor are not carried on the person of the inspector, pagers shall also be provided.

I. The inspectors shall provide lap top computers (or equivalent) with Field Book software (current release) and produce all daily inspection reports in this format. The inspectors shall deliver all inspection reports to the Project Engineer Manager's field office daily, unless otherwise directed by the Project Engineer Manager.

J. The inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.

K. The inspectors shall provide a Roll-O-Meter, Press-Aire meter, or Acme air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements. The inspectors shall also provide beam molds consistent with those used by MDOT for determining flexural strength of concrete.

L. The inspectors shall provide all necessary equipment for performing bituminous density tests in the field as outlined in the Density Control Handbook.

M. In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection, including, but not limited to: video camera, still camera, vehicle mounted electronic distance measuring device (DMI), voltmeter, etc.

N. Inspection staff for this project must meet the following minimum qualifications:

1. Any person involved in sampling or testing concrete must hold current certification for Michigan Level 1 Concrete Technician.
2. Any person involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician.
3. Any person performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.
4. Any person performing density testing must be a current Michigan Certified Density Technology Technician.

O. The inspectors shall be proficient working with both English and metric units.

P. The inspectors shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.

Q. The inspectors shall attend all project related meetings, when directed by the Project Engineer Manager.

R. The inspectors shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

IV. Services to be Performed by the Department

A. The Project Engineer Manager shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

B. The Project Engineer Manager shall furnish office space for the use of the inspectors to perform the services required herein.

V. Vendor Payment

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to

Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal